

PICTURETEL

PowerMic

Installation Instructions

This document tells you how to install one or more PowerMic™ microphones with your System 1000™ or System 4000/EX videoconferencing system. Before you install the PowerMic, you must ensure that your system is using software version 1.1, or greater, for a System 1000 or software version 5.0, or greater, for a System 4000/EX. You can check this by displaying the Diagnostics Menu, available from the Main Menu, and selecting View Local Status and then View Software Version.

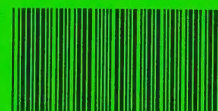
A single PowerMic placed unobtrusively on the table in a typical video-conference room clearly picks up voices from any direction within a 4.3-meter (14-foot) circle. This microphone automatically chooses the best sound available from its four directional beams. In most situations, this microphone replaces the keypad and other tabletop microphones. You can always use a lapel microphone with the PowerMic.

In the standard PowerMic package, PictureTel ships a 7.6-meter (25-foot) system cable to connect the microphone to the videoconferencing system.

In the optional MIC-1EXT kit, which you use in a large videoconference room to connect an additional PowerMic, PictureTel ships a PowerMic and these cables (with no system cable):

- ☐ 3.1-meter (10-foot) cable
- ☐ 7.6-meter (25-foot) cable

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Cabling the PowerMic to Your System

Refer to the illustration on the fold-out page, and follow these steps to cable the PowerMic to your System 1000 or System 4000/EX:

1. **Hold the PowerMic upside down in one hand.**
2. **Hold the system cable connector level with the PowerMic, with the  symbol on the notched side facing up, taking care not to tip the connector at an angle.**
3. **Match the connector notch to the correct receptacle on the PowerMic, and plug in the connector until it snaps in place.**

Note: You can easily unplug a notched connector by squeezing together the two prongs and pulling the connector free from the microphone.

4. Plug in the other end of the cable as follows for your system:

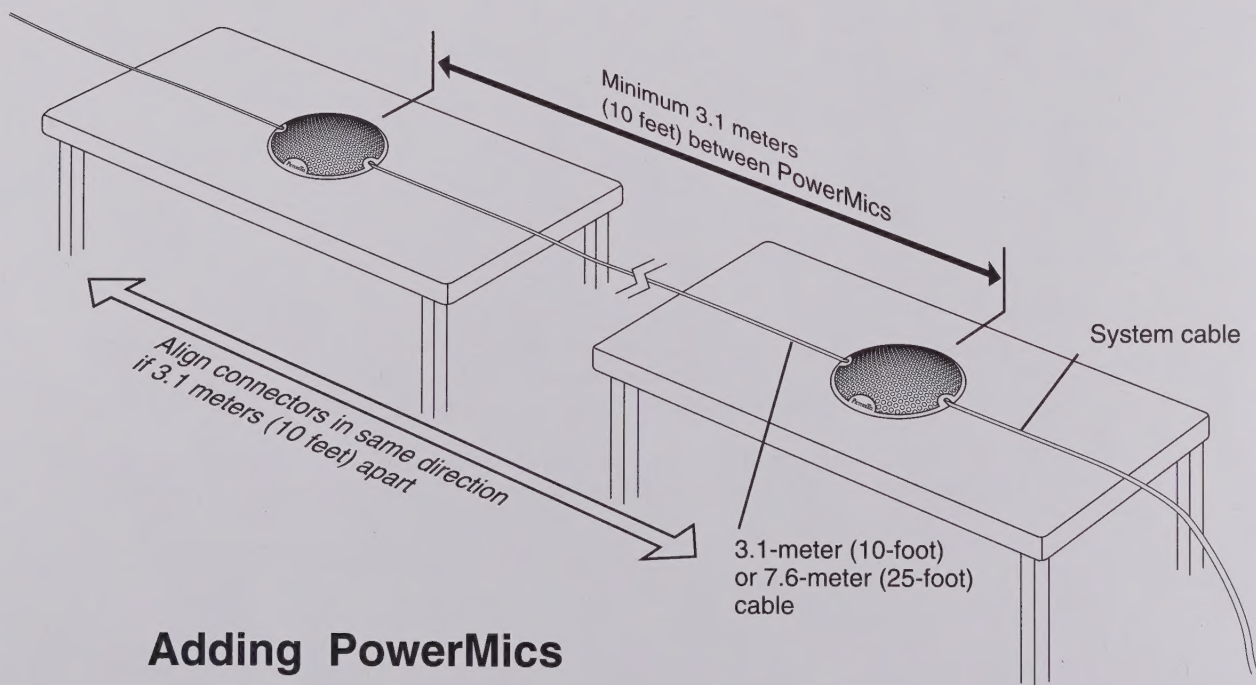
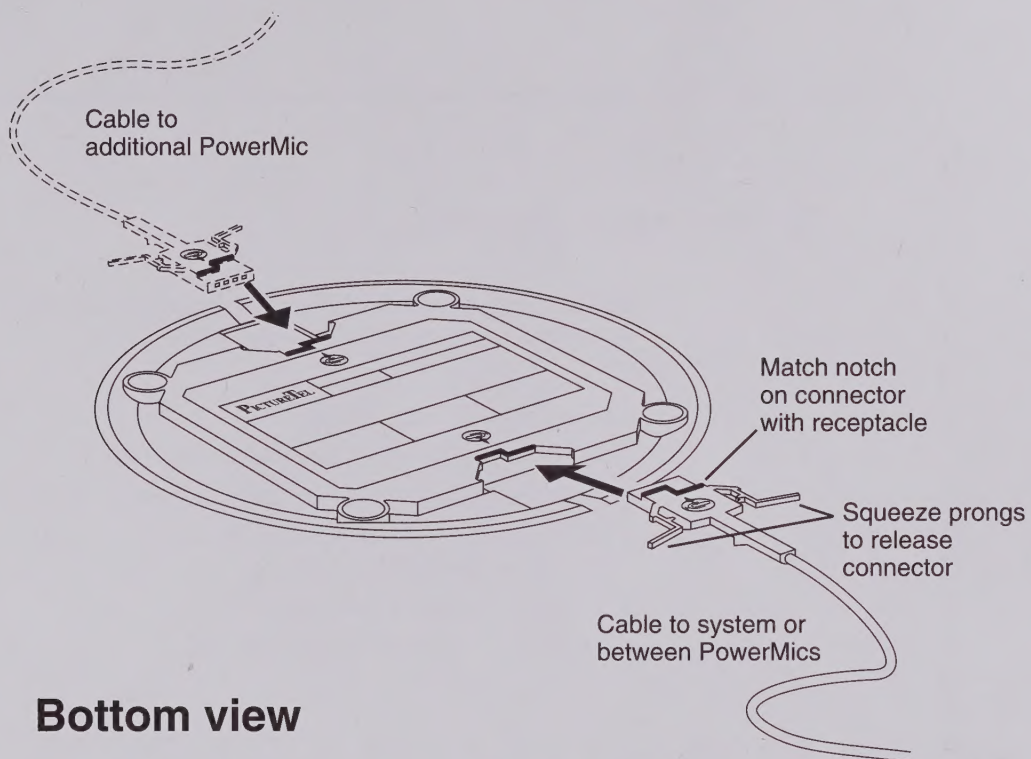
- For the System 1000
 - a. Use these steps to remove the keypad cable from the  receptacle on the AUDIO board connection panel:
 - i. Hold the cable behind the connector.
 - ii. Pull back the collar on the connector with the other hand until the connector is released.
 - iii. Cover the end of this connector with the small black cap that came in the PowerMic package.
 - b. Push the  connector from the PowerMic into the  receptacle on the AUDIO board connection panel until it snaps in place.
- For the System 4000/EX
 - a. Push the  connector from the PowerMic into the  receptacle on the AUDIO board connection panel until it snaps in place.

Note: You can disconnect this connector by holding the cable while you pull back on the collar to release the lock. *Do not yank back on the cable.*

5. Position the PowerMic right-side up in the center of the table.

Note: To configure your System 4000/EX to include sound input from the keypad and other tabletop microphones, *you must place these microphones more than 2.1 meters (7 feet) from the PowerMic*, and follow these steps:

1. Select Set Audio Configuration from the Configuration Menu, available from the Main Menu, and then select Set Microphones.
2. Select Set Tabletop Microphone Mode, and then select Enable All Tabletop Microphones.

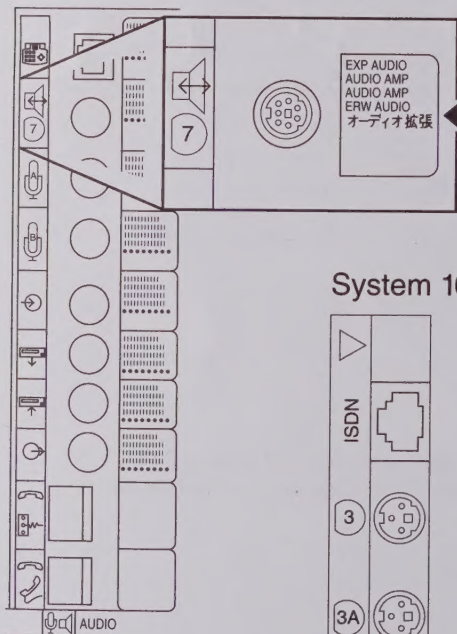


Center
PowerMics
on table

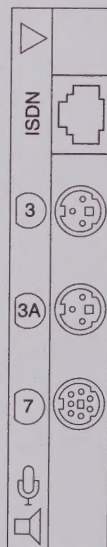
System cable

Cabling to the system

System 4000/EX

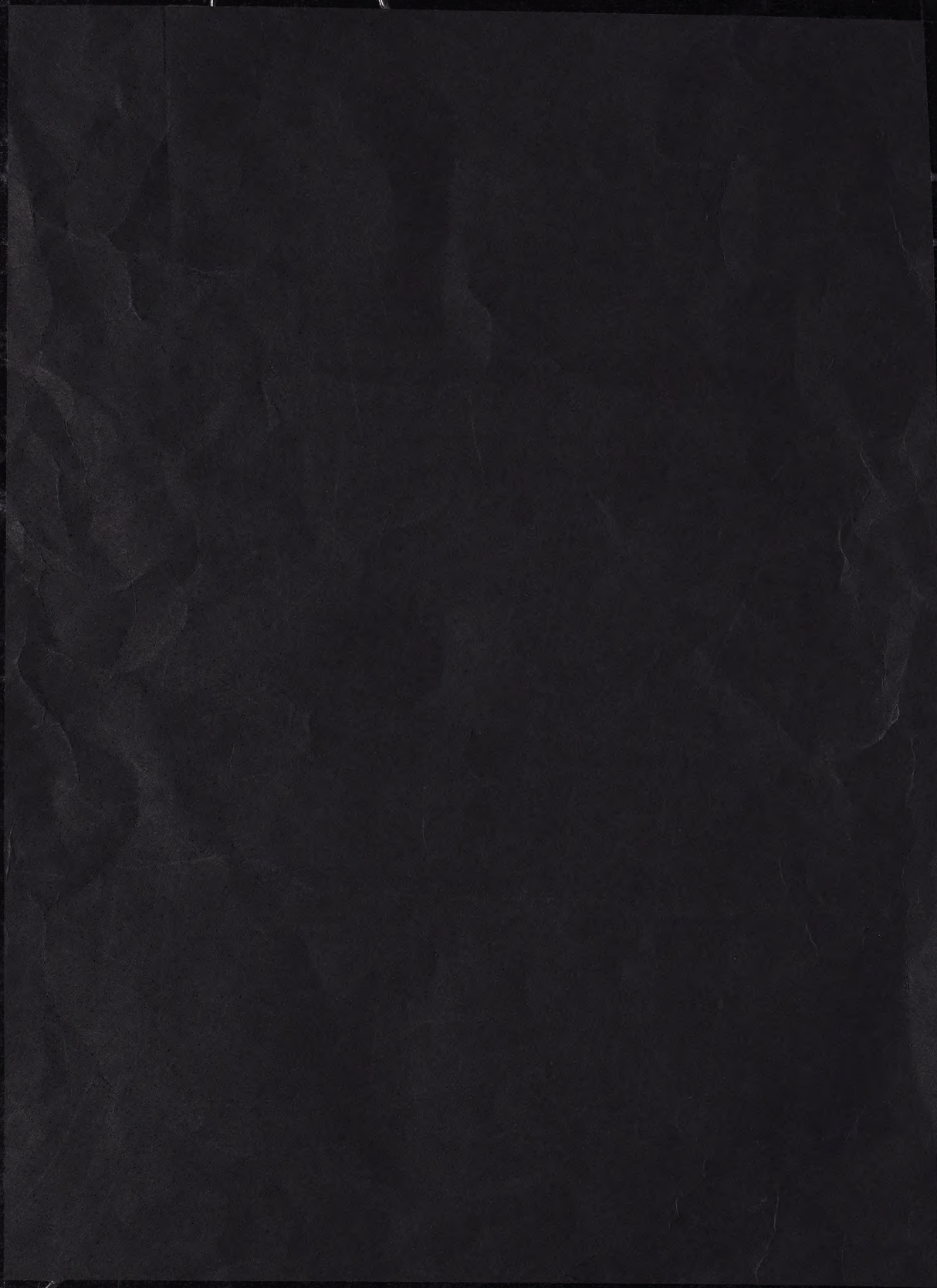


System 1000



1. Hold cable here.

2. Pull back collar to release lock.



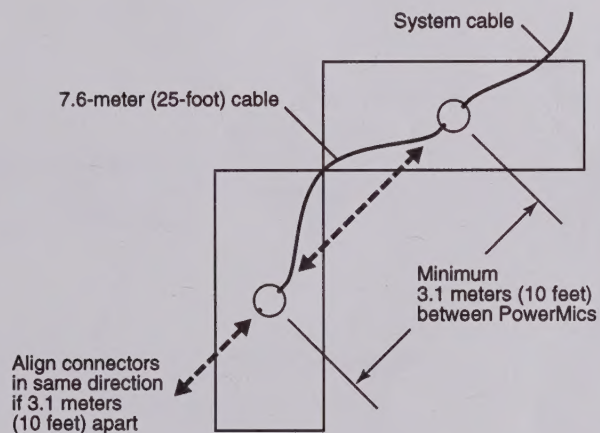
Adding More PowerMics

For a large videoconference room or one with separated groups of participants, you can serially connect as many as three additional PowerMics by using an optional MIC-1EXT kit for each PowerMic you add. However, as you add PowerMics, the voice pickup range for each microphone is somewhat reduced.

Refer to the fold-out illustration, and follow these steps to install an additional PowerMic:

1. **Cable the PowerMics together by plugging either a 3.1-meter (10-foot) or a 7.6-meter (25-foot) cable into each matching notched connection on a PowerMic until the connector snaps in place:**

- Use the 3.1-meter (10-foot) cable for a straight distance between PowerMics not over 3.1 meters (10 feet).
- Use the 7.6-meter (25-foot) cable if the distance between PowerMics is more than 3.1 meters (10 feet) or if the tables in your videoconference room are set at angles, as shown here:



2. **Align the PowerMics that are approximately 3.1 meters (10 feet) apart by pointing the connectors in the same direction, as shown in the diagram above.**

Tips for using your PowerMic:

Remember that the PowerMic is very sensitive and picks up every sound within its operating radius.

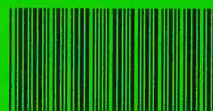
Here are some *do's* and *don'ts*:

- ☐ Speak in your normal voice without shouting.
- ☐ Speak toward the PowerMic without leaning into it.
- ☐ Don't place papers on top of the PowerMic or near enough to obstruct voice pickup.
- ☐ Don't rustle papers needlessly.
- ☐ Don't tap on or near the microphone.

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